

Non-Discrimination Statement:

“This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.”

If the material is too small to permit the full statement to be included, the material will at a minimum, include the statement in print size no smaller than the text, that **“This institution is an equal opportunity provider and employer.”**

I would like to take this opportunity to remind you that as a recipient of Federal financial assistance you agreed to comply with various laws and regulations which protect the civil rights of all individuals. Your agreement to comply was documented by signing Form RD 400-4, Assurance Agreement. More specifically, in signing the Assurance Agreement you agreed to comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et. seq.), 7 CFR Part 15, and Rural Housing Service, Rural Business-Cooperative Service, Rural Utilities Service, Risk Management Agency, or the Farm Service Agency, (hereafter known as the "Agency") regulations promulgated thereunder, 7 C.F.R. § 1901.202. You agreed to keep records in the form and manner which the Agency determines to be necessary and submit them in a timely manner. You also agreed to permit access by the Agency to books, records, accounts, and other sources of information that may be pertinent to ascertain compliance. In simple terms, the elements required of you to actively promote civil rights compliance, include, but are not limited to:

- Provide public notification of your facility and/or services. [Title VI of the Civil Rights Act of 1964 (Title VI); 1901-E, §1901.203(c)(3)(iii)]
- Provide public notice that you operate in a non-discriminatory manner. [Title VI; 28 CFR §42.103 Departmental Regulation (DR) 4300-3]
- Display the nondiscrimination poster, “And Justice For all” in a conspicuous location. [1901-E, §1901.202(f); DR 4300-3]
- Collect and maintain racial and ethnic data of participants/users/employees and/or board members. [Title VI; 1901-E, §1901.202(g)]
- Provide meaningful access to services for individuals with limited English proficiency (LEP). [Title VI]
- Provide equal access to programs or activities to any qualified individual with a disability. *Requirements common to these regulations include reasonable accommodation for employees with disabilities; program accessibility; effective communication with people who have hearing or vision disabilities; and accessible new construction and alterations.*[Section 504 of the Rehabilitation Act of 1973, as amended (Sec. 504); 7 CFR 15b]

- All projects/facilities must utilize the Uniform Federal Accessibility Standard (UFAS) for accessibility compliance with Sec. 504 as designated in 7 CFR 15b. [Title VI; Sec. 504; 7 CFR 15b]
- Conduct a Self-Evaluation with the assistance of interested persons, including handicapped persons, its current policies and practices and the effects thereof. [Title VI; Sec. 504; 7 CFR 15b.8]
- Create a Transition Plan if it is determined through the Self-Evaluation that structural changes to facilities are necessary. The plan shall be developed with the assistance of interested persons, including handicapped persons or organizations representing handicapped persons.

The plan shall, at a minimum:

- (1) Identify physical obstacles in the recipient's facilities that limit the accessibility of its program or activity to handicapped persons;*
- (2) Describe in detail the methods that will be used to make the facilities accessible;*
- (3) Specify the schedule for taking the steps necessary to achieve full accessibility under paragraph (a) of this section and if the time period of the transition plan is longer than one year, identify steps that will be taken during each year of the transition period; and*
- (4) Identify the person responsible for implementation of the plan.*

*[47 FR 25470, June 11, 1982, as amended at 68 FR 51342, 51343, Aug. 26, 2003]**

Housing related projects/facilities additional requirements:

- Display the Fair Housing Poster(s). [Title VIII of the Civil Rights Act of 1968 (Title VIII); (aka: Fair Housing Act)]
- Create and implement an Affirmative Fair Housing Marketing Plan (AFHMP). [HUD Form 935.2]
- Housing Related Programs/Services may also be required to comply with the Title VIII and the associated Fair Housing Act Design Manual (DM) accessibility standards.*
- Comply with the Equal Credit Opportunity Act (ECOA).

Americans with Disabilities Act:

- Employers with 15 or more employees, including state and local governments, must comply with Title I of the Americans with Disabilities Act.
- Public entities (state and local governments) may also be required comply with Title II of the Americans with Disabilities Act and the associated accessibility standards.*
- Public accommodations (i.e., private entities that own, operate, lease, or lease to places of public accommodation), Commercial facilities, and Private entities that offer certain examinations and courses related to educational and occupational certification may also be

required to comply with Title III of the Americans with Disabilities Act and the associated accessibility standards.*

*Because there may be overlapping accessibility requirements it is strongly recommended that you consult an individual or organization that is familiar with UFAS, ADA, and DM accessibility standards as appropriate for your project or facility prior to making structural changes.